

INSPECTION ADMINISTRATIVE PROCEDURE

A-103

ENTRANCE AND EXIT MEETINGS

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Revision 2

Approved by: _____ Date: _____
Verification and Confirmation Official

Concur: _____ Date: _____

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INSPECTION ADMINISTRATIVE PROCEDURE A-103, REV. 2

ENTRANCE AND EXIT MEETINGS

1.0 PURPOSE

This inspection procedure provides guidance to ensure Contractor management is aware of the scope and schedule for an inspection, and is apprised of the preliminary results of the inspection upon its completion. This includes apparent inconsistencies with authorization bases or other regulatory requirements and other safety-related concerns.

2.0 POLICY

During inspections, the inspector will conduct entrance and exit meetings with the Contractor. The entrance meeting is conducted to convey general information concerning the planned inspection and to arrange for technical contacts and other administrative support. The exit meeting is conducted to convey the preliminary results of the inspection and to discuss any concerns or issues identified during the inspection.

3.0 DEFINITIONS

Authorization Basis. The composite of information provided by the Contractor in response to radiological, nuclear, and process safety requirements that are the bases on which the U.S. Department of Energy (DOE) grants permission to perform regulated activities. The following are specific documents (including material incorporated by reference) that help to form the Authorization Basis:

- Safety Requirements Document (SRD), Volume II, 24590-WTP-SRD-ESH-01-001-02
- Integrated Safety Management Plan (ISMP), 24590-WTP-ISMP-ESH-01-001
- Preliminary Safety Analysis Report to Support Construction Authorization, General Information, 24590-WTP-PSAR-ESH-01-002-01
- Preliminary Safety Analysis Report to Support Construction Authorization, PT Facility Specific Information, 24590-WTP-PSAR-ESH-01-002-02
- Preliminary Safety Analysis Report to Support Construction Authorization, LAW Facility Specific Information, 24590-WTP-PSAR-ESH-01-002-03
- Preliminary Safety Analysis Report to Support Construction Authorization, HLW Facility Specific Information, 24590-WTP-PSAR-ESH-01-002-04
- Preliminary Safety Analysis Report to Support Construction Authorization, Balance of Facility Specific Information, 24590-WTP-PSAR-ESH-01-002-05

- Revision to the BOF PSAR Adding Facilities/Systems to the Construction Authorization Request, 24590-WTP-ABCN-ESH-02-014
- Quality Assurance Manual (QAM), 24590-WTP-aQAM-QA-01-001
- Radiation Protection Program for Design and Construction (RPP), 24590-WTP-RPP-ESH-01-001
- The information submitted in connection with a request for Standards Approval, a request for Construction Authorization, a request for Commissioning Authorization, or an Initial Safety Assessment. This includes the information associated with the requests as described in DOE/RL-96-0003, *DOE Regulatory Process for Radiological, Nuclear, and Process Safety for the River Protection Project Waste Treatment Plant Contractor*, and any other information submitted by the Contractor in connection with the requests.
- Amendments to the information described above that are on the Contractor's docket. Such amendments may be in the form of revisions to previously submitted documents, or new information that supplements previously submitted information.

The authorization basis begins at the Standards Approval regulatory action and continues throughout the design, construction, operations, and decommissioning of the River Protection Project Waste Treatment and Immobilization Plant (WTP) Contractor facility.

Finding. An inconsistency with a commitment in the authorization basis or an item that is not in compliance with a requirement in the SRD or applicable regulations.

4.0 GENERAL REQUIREMENTS

4.1 ENTRANCE MEETING

- 4.1.1 The inspector shall conduct an entrance meeting with the Contractor's plant or project manager or the most senior available Contractor representative, and others as desired by the Contractor. Inspection team members also shall attend the meeting.
- 4.1.2 During the entrance meeting, the inspector shall provide general information concerning the areas being inspected. The following topics can be addressed, as applicable, prior to or during the entrance meeting:
 - 4.1.2.1 Schedule considerations
 - 4.1.2.2 Logistics considerations (where, how many participants/attendees, etc.)
 - 4.1.2.3 Agenda elements:

- General description of the inspection purpose and objectives
- Inspection procedures being used
- Status of arrangements (made prior to the entrance meeting)
- Inspection personnel
- Opening remarks by WTP Safety Regulation Division (OSR) staff
- Confirmation of the status of the Contractor's activities being inspected
- Confirmation of availability of key Contractor personnel
- Arrangements for tours of Contractor facilities as appropriate
- Special requests (witnessed special tests or activities that require coordination between the inspector and the Contractor, e.g., surveillance testing, functional testing, construction testing, etc.).

4.1.2.4 Formal request/announcement of the entrance meeting (if open to the public)

4.1.2.5 Records/docket considerations.

4.2 EXIT MEETING

4.2.1 At the conclusion of each inspection, the team leader shall conduct an exit meeting with the most senior available Contractor representative and others, as desired by the Contractor.

4.2.2 During the exit meeting, the inspection team shall summarize the preliminary inspection results and Findings. There shall be no surprises at the meeting; the Contractor should have been made aware of significant issues when they were identified.

4.2.3 The following topics can be addressed, as applicable, prior to or during the exit meeting:

4.2.3.1 Agenda elements:

- Preliminary results
- Discussion of any additional information bearing on the results
- Discussion of Contractor personnel cooperation
- Discussion of any staff interaction issues

- Closing remarks by Contractor if so desired
- Closing remarks by the senior OSR staff member

4.2.3.2 Attendance considerations (manager level, observers, etc.)

4.2.3.3 Formal request/announcement of the exit meeting (if open to the public)

4.2.3.4 Records/docket considerations.

5.0 INSPECTION GUIDANCE

5.1 GENERAL GUIDANCE

The inspector should not discuss trivial matters during the exit meeting. Both positive and negative observations should be presented concisely. Positions should be supported with facts.

5.2 SPECIFIC GUIDANCE

Certain inspection items involving visual observations and/or record reviews are better performed unannounced; therefore, these types of items, where even short time prior notification is undesirable, should not be discussed during the entrance meeting.

Identification of personnel to be interviewed is accomplished only to enhance inspector efficiency and to give the Contractor the opportunity to have the most knowledgeable individuals present to respond in the areas being inspected. If no prior notification to the Contractor is planned for an area to be inspected, then this item should not be discussed.

The Contractor shall be informed of preliminary results and Findings and negative issues before the exit meeting. There shall be no surprises at the exit meeting.

If concerns are identified affecting continued operation of a facility in violation of significant regulatory or contractual requirements, or operation in an unsafe manner, the Contractor must initiate prompt corrective actions. An OSR representative should not leave the facility until the Contractor fully understands the concerns and corrective action has been initiated or until the Verification and Confirmation Official (VCO) or designee has been appraised of the concerns and concludes they do not require an onsite OSR presence. If disagreement exists between the inspector and the Contractor as to the magnitude of the concern relative to continued operation, the VCO should be notified promptly.

Attachments: None